



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 975.3

Job Title: **YOUTH SPORTS PROGRAM DIRECTOR (EXEC LEV)**

Pay Grade: 30

### **GENERAL SUMMARY:**

Directs all fiscal, personnel and program development matters relating to the operation of a quality city-wide youth sports program.

### **RESPONSIBILITIES:**

- Provides executive direction in all fiscal, personnel and program development matters relating to the operation of a quality city-wide youth sports program.
- Solicits contributions and sponsorships for the sports program from corporations and non-profit organizations.
- Provides direction to the Youth Sports Program Manager and Assistant Manager in the development of sports program guidelines and directives.
- Provides direction to the Youth Sports Program Manager and Assistant Manager in the formulation of rules and regulations for all travel, all-star and tournament teams.
- Provides direction to the Youth Sports Program Manager and Assistant Manager in the development of a comprehensive coaching manual for the program.
- Provides direction to the Youth Sports Program Manager and Assistant Manager in the development of coaching materials, complete with graphics, using themes which are compatible with ethnic diversity and an urban lifestyle.
- Provides direction in the development of an associated program that promotes youth good conduct, citizenship and values.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Sports and Fitness Management, Physical Education or a sports/recreation related field.

#### **EXPERIENCE:**

Ten years of experience in directing or managing the operations of a sports program or team at the university, semi-professional or professional level are required; or ten years of operating a high school athletic department at the district level; or ten years of experience in managing or directing a large youth sports program.

Up to three years of upper-management experience in business, finance, marketing, or a related field may be substituted for the experience requirement on a year-for-year basis.

## **SPECIFICATIONS: (continued)**

### **EXPERIENCE: (continued)**

Four years of compensated experience in sports coaching at the high school, junior college, university, semi-professional or professional level; or four years of compensated experience playing the relevant sport at the semi-professional or professional level; or four years of compensated experience in managing or developing a large youth sports program may be substituted for the degree requirement at the request of the Parks and Recreation Department and upon the approval of the Human Resources Department.

Experience as a volunteer coach in the relevant sport may be substituted for the experience requirement on a two-for-one year basis at the request of the Parks and Recreation Department and upon the approval of the Human Resources Department.

The above experience requirements assume full-time experience. Part-time experience will be prorated accordingly.

### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent. This position is typically over the Assistant Managers and reports directly to the Deputy Director. This level of supervision has a very significant level of input regarding personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Deputy Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations and occasionally with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

**MISCELLANEOUS:**

All duties and responsibilities may not be included in the above description.

**JOB FAMILY:**

Youth Sports Assistant Program Manager  
Youth Sports Program Manager  
Youth Sports Program Director (Executive Level)

*Effective Date: March 1997*

*Revised Date: September 2001*